

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 1 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

1. Purpose:

To provide standard procedures for data storage, retrieval, and archival for laboratories participating in the USDA/AMS Pesticide Data Program (PDP).

2. Scope:

This standard operating procedure (SOP) shall be followed by all analytical laboratories conducting residue studies for PDP including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedure:

- 5.1 Data Storage
- 5.2 Data and Records Retention Periods
- 5.3 Data Archival at the Participating Laboratory
- 5.4 Transferring Records to the Federal Records Centers
 - Attachment 1 - PDP Designated Federal Records Centers
 - Attachment 2 - Standard Form (SF)-135 Template
 - Attachment 3 - Example SF-135 for Routine Data Packages
 - Attachment 4 - Example SF-135 for Method Validation Data Packages
 - Attachment 5 - Example SF-135 for Supporting Documentation
 - Attachment 6 - Instructions for Assembly and Packaging of Record Boxes

4. References:

- USDA/AMS PDP Quality Assurance/Technical Meeting, February 26-28, 2008, Crystal City, VA
 - USDA/AMS PDP Quality Assurance/Technical Meeting, March 20-22, 2007, Crystal City, VA
 - National Archives and Records Administration (NARA), Transfer of Unscheduled Records to Records Storage Center Facilities,
-

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 2 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

http://www.archives.gov/records_center_program/unscheduled_records_faqs.html (last accessed September 10, 2007)

7 CFR SubchapterE, Subpart C, Section 90.3, Good Laboratory Practices for Commodity Laboratory Analyses

5. Specific Procedures:

This SOP represents minimum PDP requirements and is presented as a general guideline. Each participating laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

5.1 Data Storage

5.1.a Each participating laboratory shall maintain in its working areas a site-specific record system to suit its particular circumstances, which assures orderly storage and expedient retrieval of data and other records.

5.1.b Physical and environmental conditions of storage shall minimize deterioration of the documents in accordance with the requirements for the time period of their retention and the nature of the documents.

5.1.c Where computers or automated equipment are used for the storage or retrieval of data, the laboratory shall ensure that:

5.1.c.1 Computer software is documented and adequate for use. An example is documentation of Excel spreadsheets and macros. A model set of input data and associated results which have been validated could be constructed. This model could be run periodically to verify correct operation;

5.1.c.2 Procedures are established and implemented for protecting the integrity of data (such procedures shall include but not be limited to integrity of data entry or capture and data storage);

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 3 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

5.1.c.3 Computer and automated equipment is maintained to ensure proper functioning and provided with the environmental and operating conditions necessary to maintain data integrity;

5.1.c.4 Appropriate procedures are established and implemented for the maintenance of security of data including the prevention of unauthorized access or amendment of electronic records.

5.2 Data and Records Retention Periods

5.2.a 25 Years - PDP sample data packages, including proficiency testing samples and method validation packages, as defined in SOP PDP-DATA-07

5.2.b. 5 Years - Supporting data and records. These include, but are not limited to:

- Logbooks (e.g. standard preparation, instrument, freezer, temperature, etc.)
- Chromatograms generated during standards checking (PDP-STD-04)
- Sample worksheets (e.g., homogenization, extraction, etc.) not specific to individual sample sets
- Correspondences and other documents relating to interpretation and evaluation of data
- Deviation letters
- Method development studies
- Staff training records
- Audit records
- Control charts
- Internal laboratory SOPs and instructional documents (current and historical)
- Sampling documents such as commodity payment records, surplus commodity disposition records, raw Sample Information Form data sheets, etc.

5.2.c The minimum retention at the laboratory for items in 5.2.a shall be two years after transmission of the corresponding data results. Following this minimum on site retention, the sample data packages may be transferred to a Federal Records Center (FRC). Final disposition of these records after the laboratory no longer needs them shall be at a FRC. Special consideration shall be granted for early disposition on a case-by-case basis. All records at the FRC will be disposed of after 25 years from the year of creation.

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 4 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

5.3 Data Archival at the Participating Laboratory

5.3.a An individual(s) shall be identified as responsible for the archives.

5.3.b Access to archived records shall be monitored and controlled. Use of manual or electronic logs are recommended for documenting access.

5.3.c Physical and environmental conditions of storage shall minimize deterioration of the documents in accordance with the requirements for the time period of their retention and the nature of the documents. Locked file cabinets, secured record storage facilities, etc. are acceptable.

5.3.d Documents and records shall be available for inspection by authorized employees or duly designated representative of USDA/AMS.

5.4 Transferring Records to the Federal Records Centers

Note: See Attachment 1, PDP Designated Federal Records Centers.

5.4.a Dispose of all extra copies of records, non-record material (e.g., buckslips, post-it notes, etc.), and metal items (e.g., paperclips, binder clips, etc.) in accordance with individual laboratory security policies. The use of accordion folders is suggested. Binders with non-metal parts (e.g., plastic combs/spirals, 3-ring “Tuffy” mechanisms, etc.) are also acceptable.

5.4.b Sample data packages representing a single calendar year must be transferred separately from other calendar years (i.e., utilizing a different accession number). Within each calendar year, file data packages by month and commodity. Method validation sets and proficiency sample sets may be transferred concurrently with sample data packets from the same calendar year or they may be transferred separately at a later date. If transferred at a later date they shall not be mixed with any type of data set from a different calendar year. Supporting documentation must be transferred separately by time span and subject. *Note: Sample data packages, method validation data, and proficiency test data will be destroyed 25 years after the close of the calendar year in which they were created or completed regardless of when they were transferred to the FRC. The FRC will*

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 5 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

destroy supporting documentation five years after the close of the calendar year in which the latest record was created or completed.

5.4.c All transfers/accessions must be accompanied by an SF-135, Records Transmittal and Receipt (refer to Attachment 2 for form template, Attachment 3 as an example for routine data, Attachment 4 as an example for method validation data, and Attachment 5 as an example for supporting documentation). *Note: An Adobe Acrobat fillable form SF-135 is available on the internet at Federal Records Centers – SF 135 Introduction.*

5.4.d Use only FRC boxes when transferring records. Boxes may be obtained by contacting USDA/AMS MPO. Refer to Attachment 6 for illustrated box assembly and packing instructions.

5.4.e When packing records, do not force files into the boxes. Leave approximately one inch of space in each box to permit easy withdrawal of folders. Pack folders upright, with letter size folders facing the front of the container. Do not place folders one on top of another.

5.4.f After the files are boxed, number the cartons sequentially (e.g., 1/10, 2/10, 3/10, etc.) with permanent black marker in the upper right front corner. The box numbers shall correspond to the completed SF-135.

5.4.g Send the completed form to MPO:
USDA/AMS/S&T/Monitoring Programs Office
8609 Sudley Rd., Suite 206
Manassas, VA 20110

5.4.h MPO will approve and forward the SF-135 to the FRC for assignment of the accession number. Once the accession number is recorded by MPO, one copy of the SF-135 will be sent back to the transferring laboratory. Upon receipt of the approved SF-135, the accession number shall be placed in the upper left front of the carton. *Note: For method validation data, MPO will also inform the NARA Life Cycle Management Division (NWML) prior to transferring the records to the designated FRC.* All transfers must be forwarded to the FRC within 90 days of the assignment of an accession number. If the FRC does not receive the records during the allotted time period, the accession number becomes null and void. Include the date of disposal on the approved SF-135 on the outside of each box.

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 6 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

5.4.i Place the approved SF-135 and box listing inside the first box of the accession.

5.4.j Close all boxes and seal with filament tape. Ensure that the filament tape does not cover the accession number or the carton number.

5.4.k Ship all boxes to the appropriate designated FRC using the most economical and secure carrier (e.g., Certified US Mail 3rd Class or equivalent). All expenses incurred in transferring records must be charged to the laboratory's PDP allocated funds.



SOP No.: PDP-DATA-08		Page 7 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

Prepared By: Chris Pappas
PDP Document Control Officer, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Reviewed By: Gail Parker
Presiding Member of PDP Technical Advisory Group
Florida Department of Agriculture and Consumer Services
Chemical Residue Laboratory
3125 Conner Boulevard, Building 3
Tallahassee, FL 32399-1650
(850) 410-3057

Approved By: Diana Haynes
PDP Technical Director, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Approved By: Martha Lamont Date
PDP Program Administrative Director, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-DATA-08		Page 8 of 8
Title: Data Storage, Retrieval, and Archival		
Revision: 3	Replaces: 04/01/08	Effective: 07/01/08

Revision 3 May 2008 Monitoring Programs Office

- Added examples of sampling supporting documentation records to Section 5.2.b

Revision 2

- Added data storage requirements for documents necessary to show compliance with PDP requirements to Section 5.1.a.7
- Specified that supporting documentation kept at the laboratory may be discarded after five years in Section 5.2.f
- Added requirement that documents and records be available for inspection by USDA/AMS in Section 5.2.g
- Specified supporting documentation will be retained at FRC for five years in Sections 5.3.b and 5.3.l.1

Revision 1

- Replaced reference to EPA GLP with USDA/AMS GLP reference in Section 4
- Specified binders with non-metal parts are permissible for sending documents to the FRC to Section 5.3.c
- Removed reference to GLP from Section 5.3.c
- Updated the Central Plains Region FRC address in Attachment 1

Original

- Combined all PDP data storage, retrieval, and archival requirements into a single document



**USDA/AMS Pesticide Data Program
Designated Federal Records Centers**

Laboratory	Region	Send to:	
		Name	Address
California Department of Food and Agriculture	Pacific Region	Federal Records Center	1000 Commodore Drive San Bruno, CA 94066-2350
Colorado Department of Agriculture	Rocky Mountain Region	Federal Records Center	Bldg. 48, Denver Federal Center West 6 th Avenue and Kipling Street Denver, CO 80225-0307
Florida Department of Agriculture and Consumer Services	Southeast Region	Federal Records Center	4712 Southpark Blvd. Ellenwood, GA 30294
Michigan Department of Agriculture	Great Lakes Region	Federal Records Center	7358 South Pulaski Road Chicago, IL 60629-5898
Minnesota Department of Agriculture	Great Lakes Region	Federal Records Center	7358 South Pulaski Road Chicago, IL 60629-5898
Montana Department of Agriculture	Rocky Mountain Region	Federal Records Center	Bldg. 48, Denver Federal Center West 6 th Avenue and Kipling Street Denver, CO 80225-0307
New York Department of Agriculture and Markets	Northeast Region	Federal Records Center	National Archives-Central Plains Region 200 Space Center Drive Lee's Summit, MO 64064-1182
Ohio Department of Agriculture	Great Lakes Region	Federal Records Center	Federal Records Center – Dayton 3150 Springboro Road Dayton, OH 45439-1883
Texas Department of Agriculture	Southwest Region	Federal Records Center	1400 John Burgess Drive Fort Worth, TX 76140
Washington State Department of Agriculture	Pacific Alaska Region	Federal Records Center	6125 Sand Point Way NE Seattle, WA 98115-7999
USDA, AMS, S&T, National Science Laboratory	Southeast Region	Federal Records Center	4712 Southpark Blvd. Ellenwood, GA 30294
USDA, GIPSA, TSD, Pesticide Residue Laboratory	Central Plains Region	Federal Records Center	17501 West 98th Street, Room 47-48 Lenexa, KS 66219

1 TO

(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)

Federal Records Center

5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)

2 AGENCY TRANSFER AUTHORIZATION

TRANSFERRING AGENCY OFFICIAL (signature and title)

DATE

3 AGENCY CONTACT

TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No)

4 RECORDS CENTER RECEIPT

RECORDS RECEIVED BY (Signature and Title)

DATE

6

RECORDS DATA

Fold Line

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBER S	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBE R							LOCATION	SHELF PLAN	CONT.T YPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)

RECORDS TRANSMITTAL AND RECEIPT Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PAGE 1	OF PAGES
--	------------------	-------------

1	TO	(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.) <div style="text-align: center;"> Federal Records Center (TYPE YOUR RECORDS FACILITY ADDRESS) </div>	5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.) <div style="text-align: center;"> USDA-AMS-S&T Monitoring Programs Office 8609 Sudley Road, Suite 206 Manassas, VA 20100 </div>
2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title) <div style="text-align: center;">Chris Pappas, Chemist</div>	DATE
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No) (Laboratory point of contact)	
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title)	DATE

6

RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBER S	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBE R							LOCATION	SHELF PLAN	CONT. T YPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			20	1-3 4-5 6-9 10-14 15 16-18 19 20	United States Department of Agriculture Agricultural Marketing Service S&T, Monitoring Programs Office PESTICIDE DATA PROGRAM ROUTINE DATA PACKAGE RECORDS Laboratory (CY 2001) January 2001 February 2001 March 2001 April 2001 May & June 2001 July 2001 August-October 2001 November & December 2001	R						

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PAGE 1	OF PAGES
--	--	---	------------------	-------------

1 TO		(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)		5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)	
		Federal Records Center (TYPE YOUR RECORDS FACILITY ADDRESS)		USDA-AMS-S&T Monitoring Programs Office 8609 Sudley Road, Suite 206 Manassas, VA 20100	
2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title)	DATE		
		Chris Pappas, Chemist			
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No) (Laboratory point of contact)			
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title)	DATE		

6

RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBER S	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBE R							LOCATION	SHELF PLAN	CONT.T YPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			20	1-3 4-7	United States Department of Agriculture Agricultural Marketing Service S&T, Monitoring Programs Office PESTICIDE DATA PROGRAM METHOD VALIDATION DATA PACKAGE RECORDS Laboratory (CY 2001) January-March 2001, CN April-November 2001, MK	R						

RECORDS TRANSMITTAL AND RECEIPT Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PAGE 1	OF PAGES
--	------------------	-------------

1	TO	(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.) <div style="text-align: center;"> Federal Records Center (TYPE YOUR RECORDS FACILITY ADDRESS) </div>	5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.) <div style="text-align: center;"> USDA-AMS-S&T Monitoring Programs Office 8609 Sudley Road, Suite 206 Manassas, VA 20100 </div>
2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title) <div style="text-align: center;">Chris Pappas, Chemist</div>	DATE
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No) (Laboratory point of contact)	
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title)	DATE

6 RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBER S	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBE R							LOCATION	SHELF PLAN	CONT.T YPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			20	1-3 4-12 13-20	United States Department of Agriculture Agricultural Marketing Service S&T, Monitoring Programs Office PESTICIDE DATA PROGRAM SUPPORTING DOCUMENTATION (Laboratory) Single Standards Logbooks, 1/95-12/98 Mixed Standards Logbooks, 7/97-2/99 Semi-annual Program Plans, 1993-2003	R						

United States Department of Agriculture Pesticide Data Program Instructions for Assembly and Packaging of Record Boxes

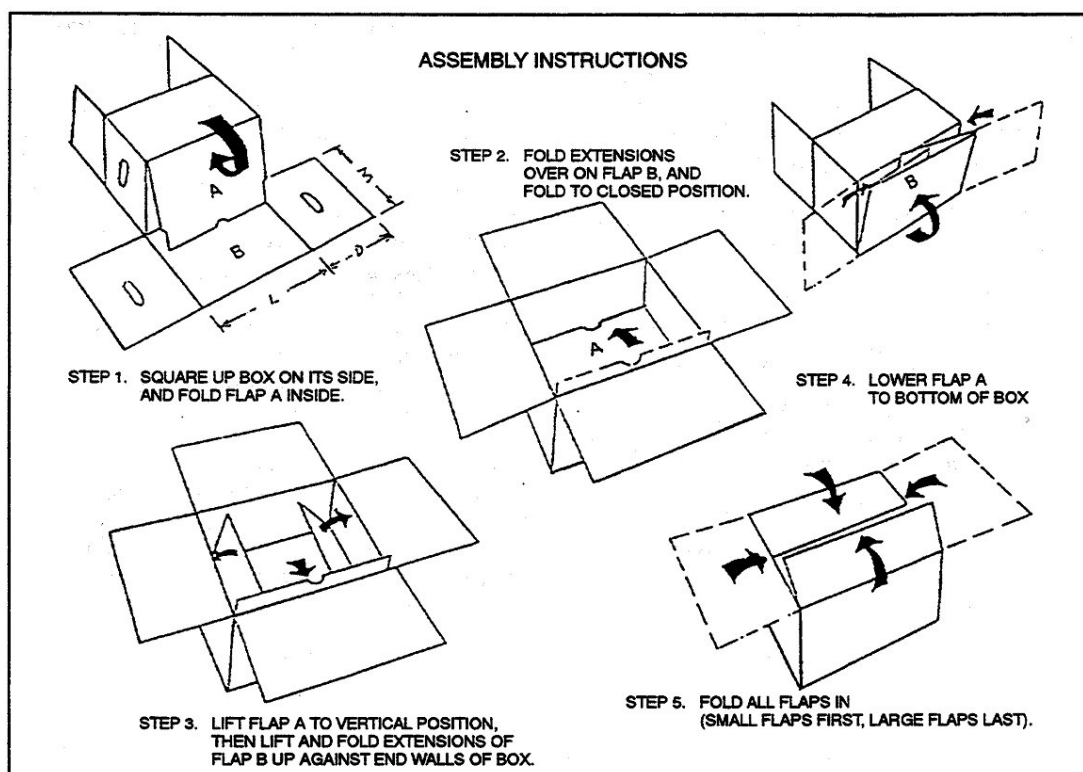


FIGURE 1 FRC BOX ASSEMBLY INSTRUCTIONS

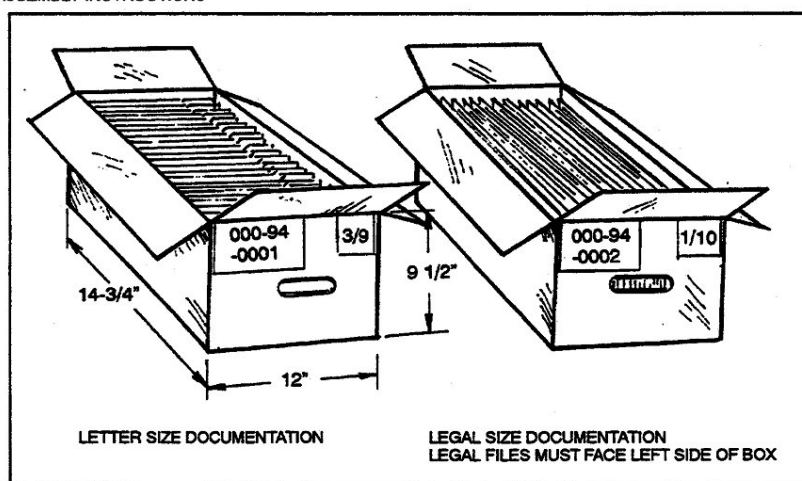


FIGURE 2 FILE PLACEMENT IN BOX AND LOCATION OF BOX IDENTIFICATION